

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 25/2014  
**OPENING DATE:** 05/30/2014  
**CLOSING DATE:** 06/09/2014  
**POSITION TITLE:** Supervisory Investigative Assistant, FSN-9\* (Trainee Level, Full Performance Level FSN-10)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** Drug Enforcement Administration (DEA), Almaty, Kazakhstan

**MAJOR DUTIES:** Under the general supervision from the Assistant Regional Director (or his designee) of the United States Drug Enforcement Administration, the incumbent: 1) provides criminal investigative expertise and performs law enforcement activities as required by the third party countries and/or host country counterparts; 2) establishes and maintains effective diplomatic and operational relations with host country officials, representatives of U.S. Agencies and DEA personnel; 3) arranges for and participates in meetings with regional law enforcement officials to discuss sensitive drug related investigations and enforcement programs; 4) coordinates joint investigations with various host country agencies on issues such as intelligence information, technical equipment or services, personnel visits, and/or training opportunities; 5) establishes and executes plans; conducts, monitors and analyzes operations; and evaluates new technology and methodology; 6) keeps DEA personnel informed of the progress and status of work and makes recommendations regarding issues/problems; 7) obtains drug trafficking intelligence information from counterparts agencies, translates it, and prepares detailed reports and analysis; 8) prepares and reviews correspondence and reports; reviews and manages technical and administrative files, ensures the timely and correct completion and submission of forms and reports required by DEA; 9) provides assistance and guidance to host country law enforcement counterparts, reviews work on joint cases for quality, identifies performance problems and takes remedial actions when necessary; 10) provides expertise and access to all types of host country criminal, civil and business records for investigative background and case development; 11) assists host country authorities in locating and apprehending fugitives wanted by U.S. authorities and coordinates their deportation or extradition proceedings with police, government and judicial agencies; 12) works on a daily basis with host country police officials to improve their sophistication in international narcotics investigations; 13) establishes and maintains communications with the host country business community and host country civilian aviation sector; 14) monitors Kazakhstan and regional reports and broadcasts for information relevant to the DEA mission; 15) provides aid in DEA administrative matters that must be conducted with host country government agencies and businesses; 16) supervises and coordinates work activities of Investigative Assistant; 17) performs as necessary other administrative duties such as answering telephone calls, receives visitors, and provides information, etc.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**- Education, skills and experience (50%):** University degree in Law or related field. Specialized training in law enforcement, prosecution, or security management preferred. Minimum two years of experience in law enforcement, criminal prosecution, security, or investigative activities. Familiarity with U.S. Government operations. Understanding of the political system of host country and knowledge of police methods, techniques and systems, and hierarchy. Knowledge of law enforcement techniques and ability to provide investigative expertise. Must have the ability to guide, instruct, and train narcotics investigators from basic to advanced levels. Must be able to develop sources of information both inside and out of law enforcement community. Computer proficiency (MS Office: Word, Excel, etc.) Must have a valid driver's license category "B" and ability to operate all types of motor vehicles (manual transmission, sport utility) under dangerous conditions.

**\* Full Performance Level (FSN-10):** Minimum five years of experience in law enforcement, criminal prosecution, security, or investigative activities. Strong understanding of U.S. Government operations.

**- Teamwork/Interpersonal and Communication Skills (35%):** Excellent interpersonal and communication skills. Must be able to deal effectively with persons within and outside the U.S. Mission and must demonstrate confidence and professionalism. Diplomacy and tact in dealing with local/regional officials, as well as with U.S. officials.

**- Language skills (15%):** Fluent (Level IV) English and Russian. Must be able to translate and draft technical correspondence and interpret during the meetings in both English and Russian. Good working knowledge (Level III) Kazakh.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov); Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; by COB Monday, June 9, 2014. A copy of the Position Description is available in EXO/HR (ext.6353). USAID/CAR provides HR services to DEA, a separate U.S. Government agency.

**\* Hiring grade will be commensurate with qualifications and experience.**

DEA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish DEA to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and DEA will delay such reference check pending communication with the applicant.